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SAMPLE

12 August 1952

MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT: Weekly Activity Report #30
5-12 August 1952

I NEW ACTIVITIES

(Under this heading it is suggested that Reporting Officers include items in the following categories:

- a. Changes in personnel assignments
- b. Development of new instruction material
- c. Extraordinary participation of personnel in other than TR(S) courses of instruction
- d. Specific activities related to revision of training materials
- e. Participation in allied training activities)

EXAMPLES

a. Changes in Personnel:-

25X1 [] has been transferred as an instructor from the Basic Orientation Course to an assignment as instructor in the Operations Course, effective 1 September 1952, in order to replace 25X1 [] who will rotate on 1 September 1952 to the Office of 25X1 Special Operations. [] instructor in the BOC, will assume responsibility for presentation of subjects which were formerly the responsibility []

The resignation of [] effective 25 August 1952, reduces the SPB instructor staff from 3 to 2 instructors, which further curtails the possibility of SPB's undertaking special training projects. 25X1

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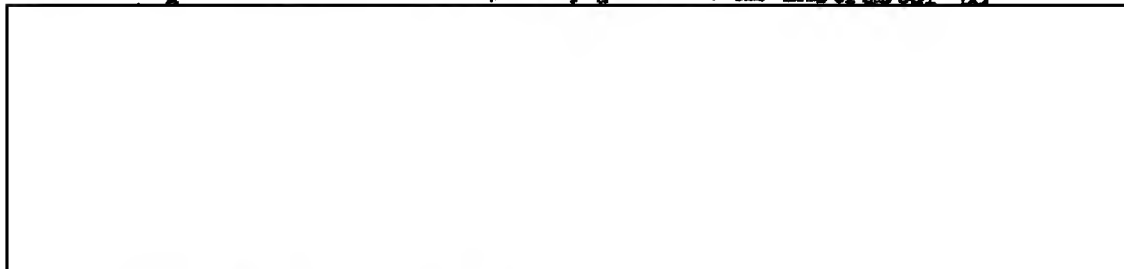
b. Development of New Instruction Material:

In coordination with the Training Development Staff, three instructors from the Operations Course have undertaken the sterilization of three case histories procured from OSO. These case histories will be used as illustrative material in connection with instruction dealing with agent management and control.

c. Participation in Courses of Instruction:

At the request of the Deputy Director of Training (General), two BOC instructors jointly provided 6 hours of instruction to the students in the Basic Intelligence Course during this period.

In accordance with request from Chief, Special Projects Branch, the Chief Instructor, BOC, provided an instructor to



25X1

d. Revision of Training Materials:

All training materials dealing with cover are undergoing review by the Training Development Staff and revision by the responsible instructors in an effort to improve the material dealing with the problems of cover which arise in various areas of the world.

All Chief Instructors, in the Advanced Training Division, have been requested to prepare a 4-hour survey of the principal elements of their courses, slated for inclusion in the War Plans Staff Officers' Course.

Revision of materials used in the Communist Week, Basic Orientation Course, has been undertaken by the instructors responsible for these subjects in order to assure closer integration between this material and that used in the Advanced Communist Party Operations Course.

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e. Other Activities:

The revision of the training evaluation form used by the Basic Orientation Course and the Operations Course has been referred to a joint ad hoc committee consisting of representatives of BOC, OC, and the Training Evaluation Branch.

The review of commercial films for possible use as adjuncts to instruction in the basic course has been undertaken by selected instructors from each of the basic courses and a representative from the Training Aids Branch and Training Development Staff. Of the 15 films reviewed, during this period, three have been selected for possible use.

The Training Development Staff has undertaken review of the [redacted] and will provide comments and constructive criticism on this document to Chief, Paramilitary Division, through DD/TR(S).

Training Development Staff is currently engaged in a survey of the detailed problems involved in establishing a film unit which could produce covert training films to be used in both domestic and overseas training programs.

II OLD ACTIVITIES

EXAMPLES



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